UNITED NATIONS

SECRETARIAT

ST/SGB/Organization
Section: EOSG
22 May 1996

ORGANIZATION MANUAL

Functions and organization of the

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL

SECRETARY-GENERAL'S BULLETIN

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ST/SGB/Organization
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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: Executive Office of the Secretary-General

1. The present bulletin establishes the current functions and organization of the Executive Office of the Secretary-General.

2. Document ST/SGB/Organization, section C/Rev.1, of December 1980 is hereby superseded.

Boutros BOUTROS-GHALI
Secretary-General

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL

Mandate

The broad functions of the Executive Office of the Secretary-General are as follows:

To assist the Secretary-General in the establishment of general policy and in the exercise of executive direction in relation to the work of the Secretariat and of the United Nations programmes and other entities within the Organization;

To assist the Secretary-General in his relations with the principal organs of the Organization;

To assist the Secretary-General in supervising and coordinating the work of the Organization, pursuant to his decisions and relevant directives of the intergovernmental bodies concerned, relating to political missions, preventive diplomacy, peacemaking, peace-keeping and peace-building, as well as the economic, social, humanitarian and human rights areas, and administration and management;

To assist the Secretary-General in his capacity as Chairman of the Administrative Committee on Coordination and in his inter-agency coordination function in relation to the United Nations system of organizations;

To assist the Secretary-General in his contacts with Governments, delegations, non-governmental organizations, the press and the public;

To prepare speeches and statements for the Secretary-General, and prepare, or coordinate the preparation of, briefing material for his personal attention;

To deal with protocol, liaison and representation, organize official ceremonies and similar functions and make arrangements for official receptions and other functions hosted by the Secretary-General;

To provide administrative support to the Secretary-General; make travel arrangements for the Secretary-General and his party on official missions; and maintain the personal security of the Secretary-General and his family.

ORGANIZATION OF THE EXECUTIVE OFFICE OF THE SECRETARY-GENERAL